

SUBJECT: 2014 STAIRS General Announcement

Dear Providers:

This notice contains information on 2014 cost reporting and training requirements for the following programs:

- Community Based Alternatives (Home and Community Support Services only) (CBA);
- Community Living Assistance and Support Services (CLASS) Case Management Agency (CMA), CLASS Direct Service Agency (DSA);
- Day Activity and Health Services (DAHS);
- Primary Home Care (PHC);
- Residential Care (RC);
- Home and Community-based Services (HCS);
- Texas Home Living (TxHmL);
- Intermediate Care Facilities for Persons with an Intellectual Disability (ICF/ID);
- Mental Health (MH);
- Early Childhood Intervention (ECI);
- Intellectual Developmental Disability (IDD); and
- STAR+PLUS (Medicaid managed care).

Each provider contracted to provide services for the above indicated programs are required to submit financial and statistical information through a 2014 Cost Report for each contract held with the State of Texas.

It is the responsibility of each contracted provider to submit an accurate cost report, completed in accordance with all applicable instructions and rules, to ensure fair and equitable determination of reasonable payment rates.

Additional information regarding reporting requirements and cost report groupings is available on the **Rate Analysis Website** (see below).

2014 COST REPORT DUE DATE

The 2014 cost report must be fully verified and submitted through STAIRS no later than **April 15, 2015**. All supporting documents, including signed and notarized certification pages, must be uploaded into the State of Texas Automated Information Reporting System (STAIRS). No documentation will be accepted through the mail or via email. Appendix A of the *Specific Instructions for the Completion of the Cost Report* explains how to access directions for uploading your documents.

New STAIRS Security Measures:

When you next log into STAIRS you will be asked to establish a security profile for your account that will include setting up three (3) question and answer pairs that will be used to validate your identity in the event that you forget or need to reset your password. Once this is completed, you can access the STAIRS System.

THE STATE OF TEXAS AUTOMATED INFORMATION REPORTING SYSTEM (STAIRS)

You will be submitting your 2014 Cost Reports through the web-based, State of Texas Automated Information Reporting System (STAIRS). HHSC RAD has designated a Primary Entity Contact for each provider.

- For CPC, HCS/TxHmL, ICF/ID, and MEI, providers, STAIRS login usernames and passwords, and website links have not changed from the previous cost report submittal. If the provider is new for the 2014 cost report, the provider's designated Primary Entity Contact has been emailed their login information.
- DAHS, RC, and STAR+PLUS providers are submitting cost reports in STAIRS for the first time. Therefore, each provider's designated Primary Entity Contact has been emailed their login information. As the initial Entity Contact these persons have the responsibility to assign other Contacts for their entity. At a minimum, they must assign a "Primary Financial Contact." Then either the Primary Entity Contact or the Primary Financial Contact must assign at least one "Preparer" who will be responsible for completing their entity's cost report(s).

If the provider's Primary Entity Contact has not received an e-mail with their login information, they should contact HHSC at costinformation@hhsc.state.tx.us.

PREPARER REQUIREMENTS FOR THE 2014 COST REPORT

In accordance with Title 1 of the Texas Administrative Code §355.102(d), it is the responsibility of each provider to ensure that each cost report preparer who signs the Cost Report Methodology Certification completes the required HHSC-sponsored cost report training.

It is mandatory that preparers complete cost report training for every program for which a cost report is submitted. Such training is required every other year, for the odd-year cost report, in order for the preparer to be qualified to complete both that odd-year cost report and the following even-year cost report.

TO SIGN AS PREPARER OF A 2014 COST REPORT, the preparer must have completed 2013 or 2014 Mandatory Cost Report Training. Preparers must have been completed both the general training session and the program specific training session for the program for which they will submit a cost report.

Preparers who have NOT completed the mandatory cost report training will NOT be added to the list of eligible preparers and therefore cannot be assigned as the Preparer Contact. NO EXEMPTIONS from the cost report training requirements will be granted.

Details on requirements for mandatory cost report training, available training sessions including voluntary STAIRS training sessions, and how to register for training are available on the **Rate Analysis Website** (see below).

RATE ANALYSIS WEBSITE

The HHSC RAD website contains program-specific cost report instructions, cost report training information and materials, payment rates, RAD staff contact information and web links for cost report training registration and automated cost reporting support. Additional information and features are added periodically. We encourage you to visit our website at:

<http://www.hhsc.state.tx.us/rad/index.shtml>

RESOURCES

Questions regarding contracts and cost report groupings that have been assigned to your entity should be directed to HHSC RAD at (512) 730-7404 or costinformation@hhsc.state.tx.us

Questions regarding Preparers or the list of Preparers should be directed to HHSC RAD at (512) 730-7404 or costinformation@hhsc.state.tx.us

Questions regarding adding contacts or problems with your UserName and Password should be directed to the Fairbanks, LLC, Help Desk at (877) 354-3831 or info@fairbanksllc.com

Questions regarding the proper completion of your cost report in STAIRS should be directed to the appropriate HHSC contact for your program. A list of contacts can be found at:

<http://www.hhsc.state.tx.us/rad/long-term-svcs/contacts.shtml>

or for the MEI program at:

<http://www.hhsc.state.tx.us/rad/acute-care/contacts.shtml>

Sincerely,

Ray Wilson
Director, Cost Reporting
HHSC Rate Analysis Department